

# **REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP) FOR THIRD-PARTY AGENCIES**

## **I. PURPOSE AND INTENT**

The City of Easton (hereinafter “City”) is currently seeking proposals from qualified Third-Party Agencies (hereinafter “Agency”) interested in providing Pennsylvania Uniform Construction Code (PA UCC) services, plan reviews and inspections to the City. Appointments are made through a fair and open process.

## **II. SERVICES REQUESTED**

The City will require a Third-Party Agency to provide qualified plan review and inspection staff to assist the Department of Code Enforcement at the request of the City with the implementation code enforcement programs and services.

The following is a summary of services, it shall be understood that the duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the scope of services to be provided if the work is similar, related or a logical assignment to the position.

- A. The Agency shall maintain all of the necessary requirements and qualified individuals to perform all plan review and inspection aspects of and in compliance with the Pennsylvania Uniform Construction Code and the requirements of the City.
- B. The Agency may be required to provide a Building Code Official for the City.
- C. The Agency shall be capable of performing Property Maintenance Inspections, Rental Inspection or other inspections in accordance with City ordinances.
- D. The Agency shall be capable of making and receiving phone calls regarding plan reviews, inspections or other provided services. All calls shall be returned within 48 hours.
- E. The Agency shall be capable of electronic communication while in the field.
- F. It is preferred that the Agency is capable of performing electronic plan reviews and submission of paper plans only upon approval of the submitted electronic plans.
- G. It is preferred that the Agency is capable of generating electronic inspection reports and submitting the reports to the City after each inspection.
- H. The Agency shall be available to perform after-hours inspections as requested by the City.
- I. In the event of an emergency, the Agency shall be able to provide qualified staff on a 24-hour basis as requested by the City.
- J. The Agency shall take an active role in enforcement and abatement of any observed violations of any codes in the field. Field inspectors are expected to document all

- such violations and report to the City. Violations of construction codes must be followed up on by field inspector either by direct field contact at time of observance, by issuance of written notice and notifying the City Code Enforcement Department.
- K. The Agency shall be available at such reasonable times as may be necessary for appearances as a witness or to authenticate reports or review records for the Building Code Board of Appeals of the City of Easton, before the District Justice having jurisdiction, or before the Northampton County Court of Common Pleas or federal judicial bodies having jurisdiction over the City.
  - L. The Agency shall be capable of providing additional inspection services at times of in-house staff shortages.
  - M. Contractor shall be familiar with the flood plain laws of Pennsylvania and the City of Easton and be capable of inspecting all construction within the limits of any flood plain areas.
  - N. It is the intent of the City to require that the Agency provide services for ALL business days of the City. It will not be acceptable, unless otherwise approved by the City in writing, for the Agency to be unavailable for any service on any business day of the City.
  - O. The Agency shall meet with the Code Enforcement Department from time to time to discuss policy and code interpretations.
  - P. No subcontracting shall be permitted without prior written authorization from the City.

### **III. MINIMUM QUALIFICATIONS**

Third Party Certification from PA Department of Labor & Industry, pursuant to PA Uniform Construction Code and all amendments thereto, as well as provide individuals holding certification in the necessary individual categories as identified in §401.7 to perform the scope of work.

### **IV. PROPOSAL SUBMISSION**

One (1) electronic copy of each proposal shall be submitted and an original, clearly marked as the "ORIGINAL" in a sealed envelope and must be marked with "PA UCC SERVICES" and addressed to:

Stephen T. Nowroski, MCP  
Department of Code Enforcement  
123 Third Street, 2nd Floor  
Easton, PA 18042  
snowroski@easton-pa.gov

The proposal must be received no later than July 25, 2016 at 2:00 p.m. **Faxed proposals will NOT be accepted.**

All documents/information submitted in response to this solicitation may be available to the general public. The City will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The City reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The City reserves the right to re-solicit proposals.

Provide the following with the submission:

- A. Evidence of certification as Third-Party Agency issued by the PA Department of Labor and Industry.
- B. A list of all inspectors and their qualifications must be submitted to the City for approval, and all individuals must meet the certification requirements listed herein. This list must be kept current, and if staff changes, all changes must be submitted to the City within 48 hours of same.
- C. A statement detailing the Agencies abilities and qualifications to provide the requested services.
- D. A list of references.
- E. Detailed information regarding ability to provide after-hours and emergency inspections.
- F. Policy for background checks on employees.
- G. Itemized fee schedule for all requested services.
- H. Letter of intent to secure and provide necessary proof of insurance coverage in the amount of \$1 (one) million dollars and Liability Insurance, naming the City of Easton, Pennsylvania as Additional Insured in the amount of \$1 (one) million dollars.
- I. Completed Certification of Non-segregated Facilities, Non-Collusion Affidavit, and Assurance of Nondiscrimination (forms attached).

If, within twenty-four (24) hours after the bids are opened, any Bidder files a duly signed written notice with the City of Easton, and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its bid, that bidder will not be permitted to modify its bid but may withdraw its bid.

**CERTIFICATION OF NONSEGREGATED FACILITIES**

The contractor certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Contractor certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The Contractor agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term ‘segregated facilities” means any waiting rooms, work areas, restrooms and washrooms, restaurants or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or natural origin, because of habit, local customs, or otherwise. The Contractor agrees that (except where he/she has obtained identical certifications from proposed contractors for specific time periods) he/she will obtain identical certifications from proposed contractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18.U.S.C. & 1001.

Date: \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
\_\_\_\_\_  
Official Address (including zip code):

By: \_\_\_\_\_

\_\_\_\_\_  
Title

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) (S)he is \_\_\_\_\_ of \_\_\_\_\_, (Owner, partner, officer, representative, or agent) business entity the Bidder that has submitted the attached Bid.
- (2) (S)he is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its officers, partners, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm, or person, to fix the price or prices in the cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Easton or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not obtained by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder, any of its agents, representatives, owners, employees, or parties in interest, including the affiant.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn before me  
this     Day of     , 20     .

(Title)

My commission expires:

**ASSURANCE OF NON-DISCRIMINATION**

Directions: Include your company's statement of non-discrimination policy/practice on company letterhead, with signature and date attached, or utilize this form.

The proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation or disability. The Proposer will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex, age, national origin, sexual orientation or disability. Proposers will take steps to insure that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, sexual orientation or disability. Such action shall include, but not be limited to employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Date \_\_\_\_\_, 20

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
By:

\_\_\_\_\_  
(Title)